



2016 MEETING DATES AND SUBMITTAL/RESUBMITTAL DEADLINES GALLATIN MUNICIPAL-REGIONAL PLANNING COMMISSION

(Reviews all subdivision plats, street acceptances, plans of service, Preliminary/Final Master Development Plans, rezonings, and site plans per G.Z.O. 15.030.020)

<u>Submittal Deadline</u>	<u>Work Session Date</u>	<u>Resubmittal Deadline</u>	<u>Meeting Date</u>
Wednesday, Dec. 30, 2015	Monday, January 11, 2016	Thursday, January 14, 2016	Monday, January 25, 2016
Monday, January 25	Monday, February 8	Thursday, February 11	Monday, February 22
Monday, February 22	Monday, March 14	Thursday, March 17	Monday, March 28
Monday, March 28	Monday, April 11	Thursday, April 14	Monday, April 25
Monday, April 25	Monday, May 9	Thursday, May 12	Monday, May 23
Monday, May 23	Monday, June 13	Thursday, June 16	Monday, June 27
Monday, June 27	Monday, July 11	Thursday, July 14	Monday, July 25
Monday, July 25	Monday, August 8	Thursday, August 11	Monday, August 22
Monday, August 22	Monday, September 12	Thursday, September 15	Monday, September 26
Monday, September 26	Monday, October 10	Thursday, October 13	Monday, October 24
Monday, October 24	Monday, November 7*	Thursday, November 10	Monday, November 21*
Monday, November 21	No Work Session for Dec. Mtg.	Thursday, December 8	Monday, December 19*
Wednesday, Dec. 28, 2016*	Monday, January 9, 2017	Thursday, January 12, 2017	Monday, January 23, 2017

Pre-Application Conference Required - Most projects require the applicant to have a pre-application conference with staff prior to submitting documents for consideration by the Planning Commission. Please contact the Gallatin Planning Department at (615) 451-5796 to determine whether your project requires a pre-application conference. Applications will not be accepted without a required pre-application conference.

Initial Submittal Information - Initial submittals must include a completed Application Form, with required signature(s) or agent letter, a completed Checklist, review fee, proof of ownership, and twelve (12) folded copies (three (3) full size and nine (9) half size if plans are larger than 18x24) of the required plans by **4:00 p.m.** on the published submittal deadline schedule. Plans should be no smaller than 11x17 and no larger than 24x36.

Staff Review - City Staff will review properly submitted applications during the week immediately following the application deadline. Review comments will be sent to the designated applicant/agent for each project by Friday of staff review week.

Resubmittal Information - Resubmittal documents submitted in response to the staff review comments must be turned in to the Gallatin Planning Department by 4:30 p.m. on the published resubmittal deadline schedule. Resubmittals must include the following information in order to be considered complete: 19 corrected, folded copies of the plan and any supporting information, a detailed response letter addressing all departmental review comments, the original "Checkprint", review fee, proof of ownership, and a corrected digital file unless otherwise specified in the review comments.

Gallatin Municipal-Regional Planning Commission - Usually meets in regular session the fourth Monday of each month and in work session the second Monday of each month. Meetings begin at 5 p.m. in the Dr. J. Deotha Malone Council Chambers of City Hall. * Indicates a deviation from the normal schedule.

Gallatin City Council - Usually meets in regular session the first and third Tuesday of each month and in Council Committee work session the second and fourth Tuesdays of each month. Meetings begin at 6 p.m. in the Dr. J. Deotha Malone Council Chambers of City Hall.